



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Details (With Text)

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Title: Issue purchase order and enter into an agreement for Contract 24-RFP-14, Agenda Management Solution for a five-year period with Granicus, LLC in an amount not to exceed \$150,287.54, Account 101-27000-612820, Requisition 1623606

Sponsors:

Indexes:

Code sections:

Attachments: 1. Contract 24-RFP-14 Affirmative Action Goals Report - Granicus, LLC

Date	Ver.	Action By	Action	Result
3/20/2025	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 20, 2025

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 24-RFP-14, Agenda Management Solution for a five-year period with Granicus, LLC in an amount not to exceed \$150,287.54, Account 101-27000-612820, Requisition 1623606

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Granicus, LLC, to provide a hosted agenda management solution to automate all aspects of the legislative process, for a three-year period with an option to extend for two additional years. The contract will begin on July 1, 2025.

On November 6, 2024, Contract 24-RFP-14, Agenda Management Solution was advertised. December 6, 2024, the District received one responsive proposal from Granicus, LLC.

An evaluation committee consisting of staff from Finance, Law, Information Technology, and Procurement and Materials Management departments evaluated the proposal for the technical sufficiency based on the evaluation criteria detailed in the request for proposal. Granicus, LLC was invited to interview and submitted a best and final offer request.

Based on the evaluation of the proposal, interview, and the pricing provided in the best and final offer, Granicus, LLC was selected to provide an agenda management solution. Granicus, LLC has the professional qualifications, experience, system solution and support services to best satisfy the scope of the RFP.

The Diversity Section has reviewed the request for proposal and concluded that Affirmative Action Ordinance Revised Appendix A and the Appendix V goals will not be included because services do not provide practical opportunities for direct or indirect subcontracting.

Inasmuch as the firm of Granicus LLC possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$150,287.54.

Funds for the 2025 expenditure, in the amount of \$46,747.19, is available in account 101-27000-612820. The estimated expenditure for 2026 is \$50,019.49, 2027 is \$53,520.86. Funds for the 2026, 2027 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:kj

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Precious Brady-Davis, Chairperson Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for March 20, 2025

Attachment